



# CITY OF SUNNYVALE FACILITIES MANAGEMENT INFORMATIONAL BULLETIN



## ENERGY CONSERVATION TIPS

The City of Sunnyvale's Building Services Division has compiled a list of energy conservation tips for staff and the community in an effort to comply with the reduction in energy mandated by the Governor and to do our part in reducing the electricity demand. This compilation is based on City guidelines, staff suggestions, and resources from the League of California Cities, Silicon Valley Manufacturing Group, Pacific Gas & Electric (PG & E) and American Public Works Association (APWA). Immediate action has already taken place to meet this challenge.

### **Generic:**

- *Turn off computers, copiers, and printers at the end of each work day*
- *Open all blinds and window coverings during the day to make use of solar heat in winter months and close blinds to keep rooms cooler during summer months*
- *Avoid running large appliances during peak demand hours from 5:00 am to 9:00am and 4:00pm to 7:00pm in winter and from 12:00 noon - 6:00pm during summer months.*
- *Turn off lights when leaving a room*
- *Discontinue the use of space heaters and other portable electrical devices*
- *Keep exterior doors closed when not in use*
- *Close all windows to prevent heat loss/cooling*
- *Increase office temperatures to 74 degrees and dress appropriately*
- *Hold security lighting and safety lighting to lowest acceptable levels*
- *Discontinue the use of decorative lighting (inside and out)*
- *If appropriate, use laptop computers to reduce energy consumption*

The following have been implemented relative to certain areas within the City of Sunnyvale.

### Parks Division/Golf:

- *Discontinued running irrigation pumps*
- *Turned off ornamental fountains at golf course*
- *Driving range lights are inactive during rolling blackout periods*

### Parks Division/Corporation Yard:

- *Ornamental fountains turned off at parks*

### Building Services Division:

- *Discontinue vacuuming until after 8:00pm*
- *Replace broken down components of HVAC with the most energy efficient brands available*
- *Perform scheduled maintenance on HVAC units including cleaning condenser coils, replacing air filters regularly and checking ducts and pipe insulation for damage*
- *Install locking covers on thermostats to maintain temperature settings*
- *Reduce overhead lighting by removing 50% fluorescent tubes where appropriate*
- *Retrofit T12 lights with magnetic ballasts to T8 lights with electronic ballasts (on-going)*
- *Retrofit incandescent light bulbs with compact fluorescent lights*
- *Retrofit incandescent or fluorescent exit signs with long-lasting, low energy LED exit signs*
- *Replace electrical appliances with energy efficient equipment when replaced*

---

Library:

- *Reduced lighting in public areas between the hours of 8:00am and 10:00am. After turning master switch approximately half the lights will be manually turned off*
- *Staff will cease use of all workstation task lights*
- *Any extraneous electrical equipment (radios, desk clocks, etc.) will be removed*

Public Works:

**SMaRT Station**

- *Turn off lights on sunny days when skylights provide sufficient light*
- *Half of interior office lighting is turned off and all lights are turned off when leaving a room*
- *Shop lights are turned off and shop personnel are relying on the skylights alone*

**Water Pollution Control Plant**

- *Office lights have been dimmed when possible at switches during the work day*

Note: Several employee suggestions have been implemented and are incorporated in this document. Other employee suggestions will be reviewed and implemented as appropriate.